

Request For Quotes for LDHEOC Demobilization at Morial Convention Center in New Orleans, Louisiana.

Bidder's response to Request For Quotes must be submitted and received no later than **3:00 PM, Thursday, September 16, 2021** at LA State Procurement-Emergency Ops OSP-EOC@LA.GOV.

**Louisiana Department of Health Emergency Operations Center (LDHEOC)
Regional Medical Special Needs Shelter (MSNS) Demobilization
Shelter Region 1 – Morial Convention Center (MCC)**

Start Date: September 18, 2021

End Date: October 19, 2021

Option to Extend for additional thirty (30) day increments

12-hour Day Shift: 7:00 AM to 7:00 PM

12-hour Night Shift: 7:00 PM to 7:00 AM (as necessary or needed)

For the purpose of Medical Special Needs Shelter (MSNS) Demobilization Project Region 1 – Demobilization agreement to document vendor responsibilities organized around recovery of local, state, federal assets systematically aligned with the Louisiana Department of Health (LDH) related to inventory control for regional MSNS shelter.

The Contractor to provide the following services as directed by LDHEOC:

1. Maintain real-time visibility on all medical and pharmaceutical supplies and securing local, state, federal assets procured, housed, and delivered to the Medical Special Needs Shelter (MSNS) at the Morial Convention Center (MCC), and provide comprehensive reports to LDH and Incident Command Staff as requested.
2. Conduct and manage all operations related to the demobilization of the MSNS at MCC to include organizing, inventory control, packaging, staging and distribution for removal of all medical and pharmaceutical supplies and securing local, state, federal assets procured, housed, and delivered to MSNS at the MCC. Operation of Material Handling Equipment (MHE) is required.

Note: The State will provide all required MHE.

3. Demobilization of the Pharmacy Cache at the MSNS – MCC is required to:
 - a. When the SHO determines demobilization of a MSNS, the remaining inventory in the cache should be counted and verified. The MSNS Operations Chief/designee is responsible for directing the inventory of the cache during demobilization, and the MSNS Logistics Chief/designee is responsible for assuming responsibility of the cache until its final destination is determined. The following procedures shall be followed for demobilization of the cache:

- b. During demobilization of a MSNS, two MSNS healthcare staff shall count the remaining inventory and record on the MSNS Pharmacy Cache Verification Form.
- c. The MSNS Logistics Chief/designee shall assume responsibility of the cache, ensure proper labeling of medications, and provide signature on the MSNS Pharmacy Cache Verification Form. The MSNS Logistics Section is in charge of storing and transporting the cache.
- d. The MSNS Logistics Chief/designee shall contact the LDH EOC Operations Chief to determine disposition of the inventory, and record destination on the MSNS Pharmacy Cache Verification Form. The LDH EOC Incident Commander will determine the final disposition of the cache.
- e. While in the custody of the MSNS Logistics Section, the Pharmacy Cache is to be stored in a secure area that has limited access and where the temperature is maintained between 65°F- 85°F. Refrigerated medications should be stored in temperatures between 36°F – 46°F.
- f. Medications/Supplies are to be transported in a manner that maintains the same temperature- controlled environment required for storage.
- g. A copy of the MSNS Pharmacy Cache Verification Form shall be provided to the LDHEOC Operations desk, Logistics desk, and EOCWATCH desk.

Debriefing of MSNS Walk-through and MSNS Demobilization Meeting

4. Walk-through regarding MSNS Demobilization

Positions Required: (Includes Day and Night Shift)

1. **Warehouse Manager (One (1) positions; One (1) per shift (PM as necessary) -** Overall supervision of all logistical operations within MSNS – MCC Demobilization project.
2. **Inventory Management Specialist (Seven (7) positions; Seven (7) per shift (PM as necessary) –** Individuals require experience in inventory management utilizing systematic processes that allows tracking, monitoring, and recovering inventory at the MSNS – MCC.
3. **Material Handling Specialist (One (1) positions; One (1) per shift (PM as necessary) -** warehouse specialist with experience operating forklift and pallet jackets required. Knowledgeable on staging high volume of assets in warehouse environment and all shipping and receiving operations.
4. **Distribution Specialist (One (1) positions; One (1) per shift (PM as necessary) -** distribution staff must be familiar with medical and pharmaceutical supplies, and experienced inventorying and replenishing operational supplies in a hospital type environment.

Operational environment may increase in tempo. Contractor must have the capability of increasing the number of specialist as requested by the State. Contractor will be provided a 48 hour notice of the need to increase staff.

Pricing should be by position, by the hour and based on two (2) twelve (12) hour shifts and hourly standby, on-call, or hourly. Lodging and meals will be the responsibility of the Contractor.

Insurance Requirements for Contractors:

The Contractor shall purchase and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the bidder's pricing.

A. Minimum Scope and Limits of Insurance

1. Workers Compensation

Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Contractor's headquarters. Employers Liability is included with a minimum limit of \$1,000,000 per accident/per disease/per employee.

2. Commercial General Liability

Commercial General Liability insurance, including Personal and Advertising Injury Liability and Products and Completed Operations, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general aggregate of \$2,000,000.

Debriefing of MSNMS Walk-through and MMS Demobilization Meeting
Walk-through regarding MMS Demobilization

3. Automobile Liability

Automobile Liability Insurance shall have a minimum combined single limit per occurrence of \$1,000,000.

B. Other Insurance Provisions

1. The State of Louisiana shall be named as an additional insured as regards to negligence by the Contractor.
2. Contractor shall furnish the State with Certificates of Insurance reflecting proof of required coverage.
3. The Certificate Holder shall be listed as follows:
State of Louisiana
Office of State Procurement
P. O. Box 94095
Baton Rouge, LA 70804

C. Subcontractors

Contractor shall include all subcontractors as insureds under its policies OR shall be responsible for verifying and maintaining the Certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein.

BID SUBMISSION FORM

SHIFT / POSITION	Position Hourly Rate	Extended Hourly Rate
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Day Shift: 7:00 AM – 7:00 PM

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|------------------------------------|----------|-------|------------|--|
| 1. Warehouse Manager | \$ _____ | (x) 1 | = \$ _____ | |
| 2. Inventory Management Specialist | \$ _____ | (x) 7 | = \$ _____ | |
| 3. Material Handling Specialist | \$ _____ | (x) 1 | = \$ _____ | |
| 4. Distribution Specialist | \$ _____ | (x) 1 | = \$ _____ | |

Night Shift: 7:00 PM – 7:00 AM

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|------------------------------------|----------|-------|------------|--|
| 1. Warehouse Manager | \$ _____ | (x) 1 | = \$ _____ | |
| 2. Inventory Management Specialist | \$ _____ | (x) 7 | = \$ _____ | |
| 3. Material Handling Specialist | \$ _____ | (x) 1 | = \$ _____ | |
| 4. Distribution Specialist | \$ _____ | (x) 1 | = \$ _____ | |

Standby, On-call: 7:00PM – 7:00AM (as necessary)

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|--|----------|-------|------------|--|
| 1. Warehouse Manager | \$ _____ | (x) 1 | = \$ _____ | |
| 2. Inventory Management Specialist | \$ _____ | (x) 7 | = \$ _____ | |
| 3. Material Handling Specialist (forklift) | \$ _____ | (x) 1 | = \$ _____ | |
| 4. Distribution Specialist (Pharmacy) | \$ _____ | (x) 1 | = \$ _____ | |

Total Bid Price (includes the total of all hourly rates extended cost): \$ _____